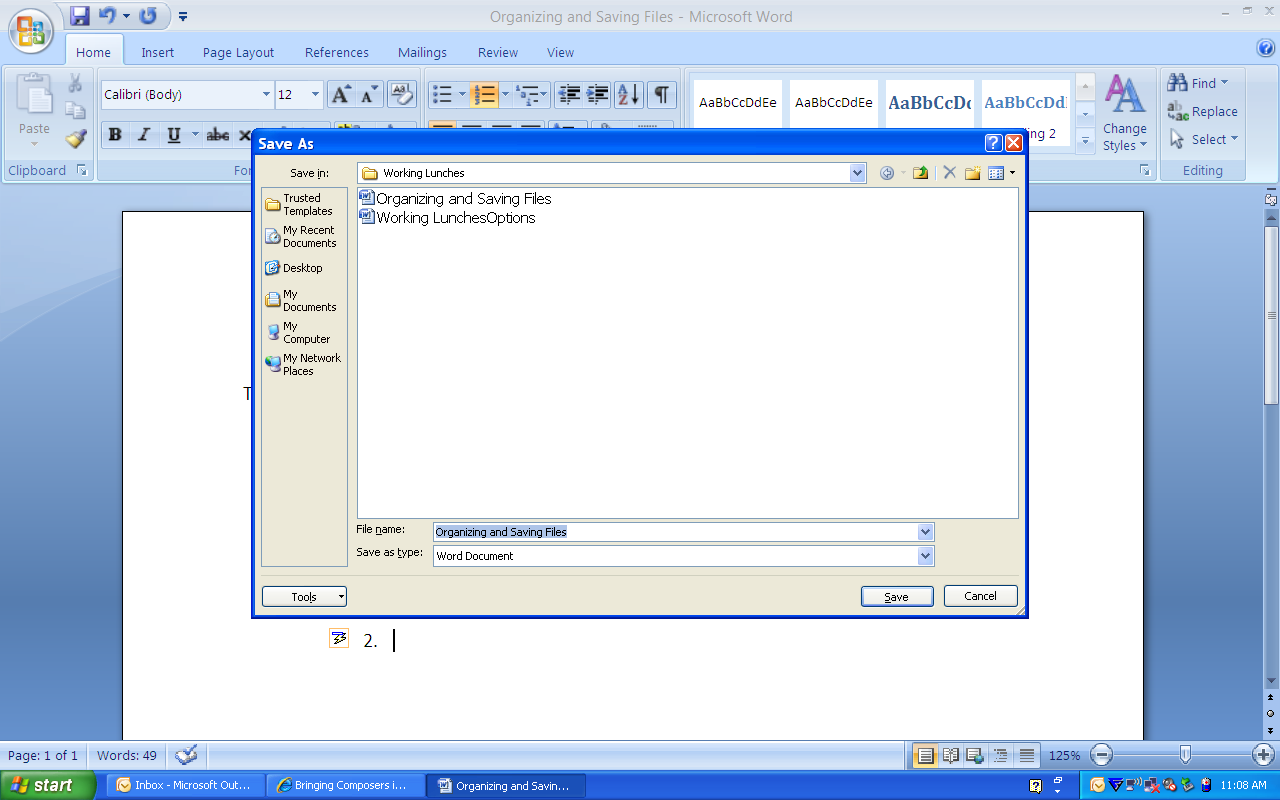
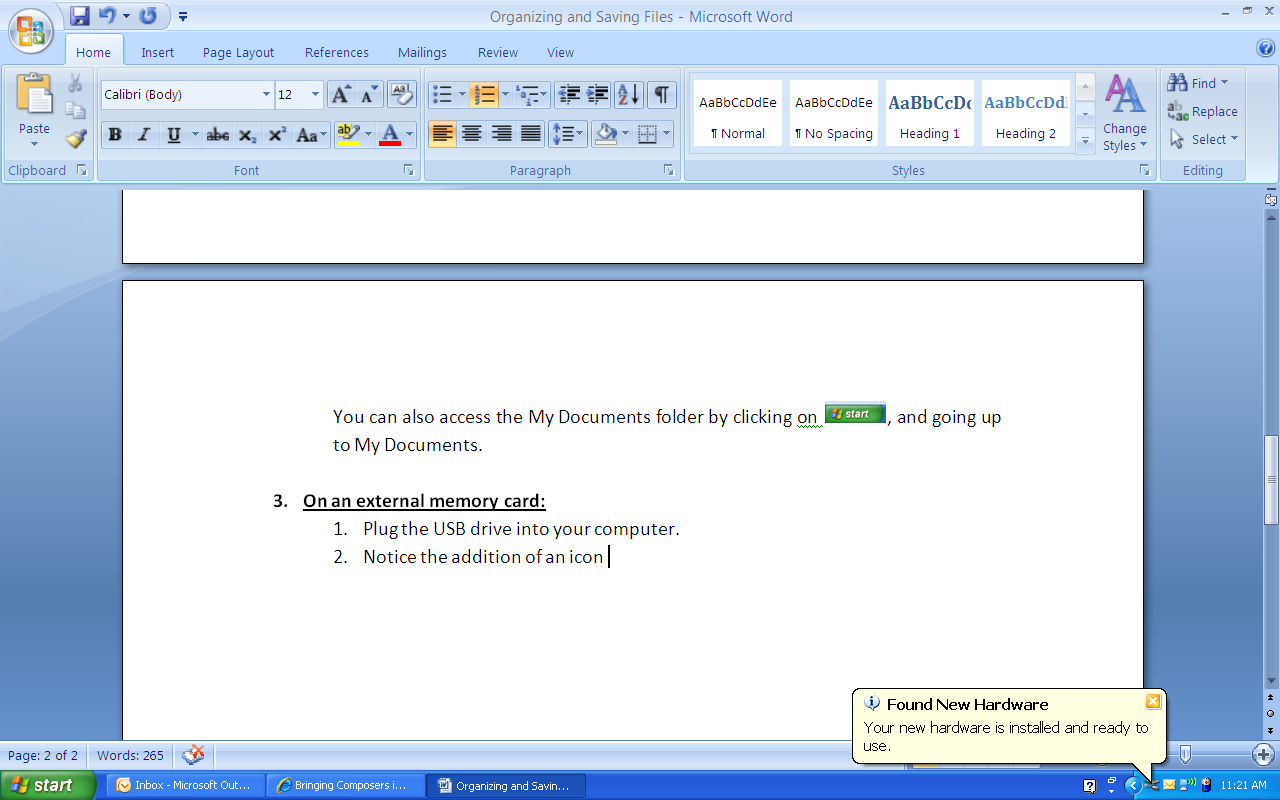
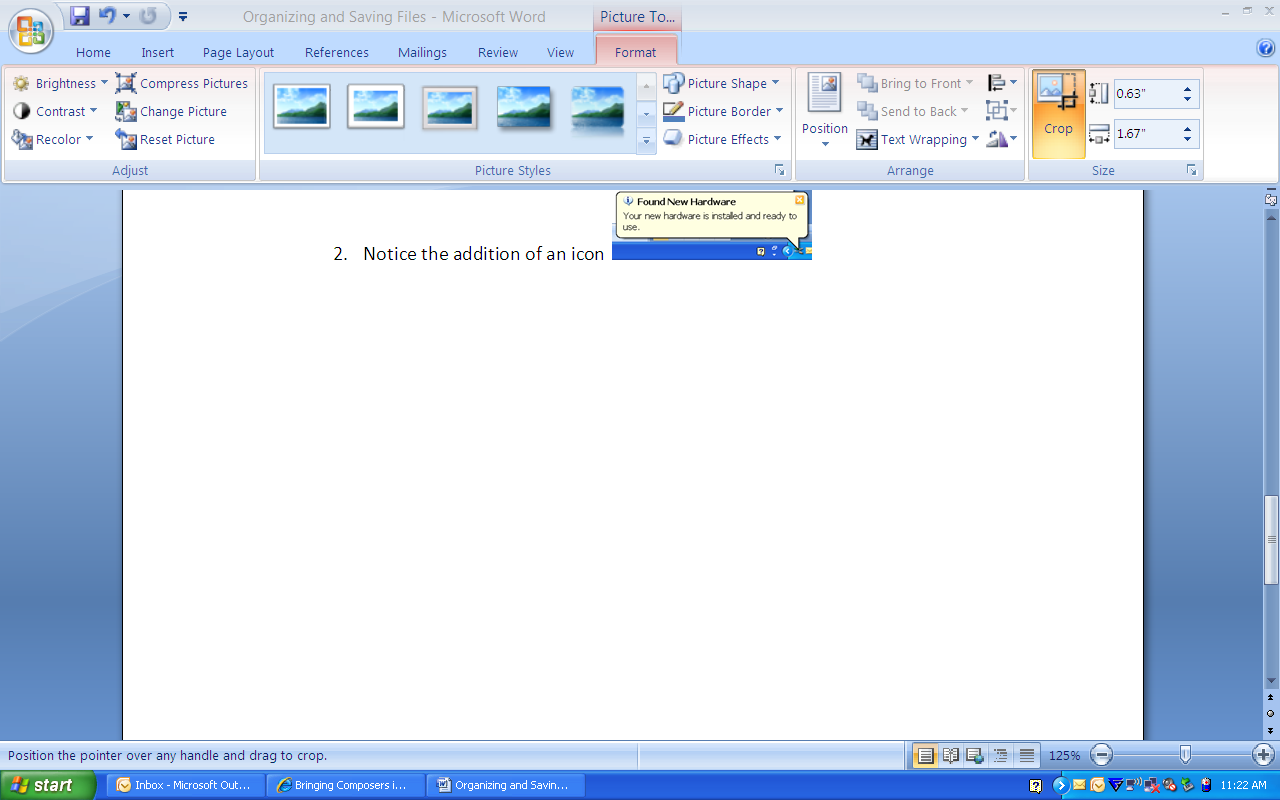
**Organizing and Saving Files**

There are 3 ways you can save files:

1. On the computer you are working on – access to file while on that computer only.
2. On the school network- access to file from any computer you log into inside the Mercer School District.
3. On an external memory card- access to file from any computer, anywhere.
4. **On the computer you are working on:**
5. Go to the “File” tab and choose “Save As”.
6. When the save screen pops up, choose the Desktop button along the left side.



1. Name your document, in the File name line at the bottom and click Save.
2. You will now find this file on the desktop of your computer. It may be opened by double clicking on it.
3. **On the School Network:**
4. Go to the “File” tab and choose “Save As”.
5. In the “File Name: box” type [\\elementary\backup](file:///\\elementary\backup)
6. Choose the folder with your name
7. Name your document, in the File name line at the bottom and click Save.
8. You will now find this file through the same process. In any address bar type: [\\elementary\backup](file:///\\elementary\backup) and select your folder and document.
9. **On an external memory card:**
10. Plug the USB drive into your computer.
11. Notice the addition of an icon   to the bottom of your toolbar.
12. Again, go to the “File” tab and choose “Save As”.
13. When the save screen pops up, choose the My Computer button along the left side.
14. Choose the Removable Disk by double clicking on it.
15. Name your document, in the File name line at the bottom and click Save.
16. You will now find this file by opening the My Computer folder on your desktop, opening the Removable Disk, opening the file you saved it in, and double clicking on the name of the document.
17. \*\*To take your Removable Disk out, click once on the icon at the bottom of the screen. Click on the Safely Remove Hardware, and wait to get the Safe To Remove Hardware message.\*\*
18. You can now plug this USB drive into any computer and access your file.